

# Educational Visits Policy



St Mary's Church of England Primary School  
Established 1845

## 1.0 Aim

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the principal or other designated member of staff. Educational visits form an integral part of our approach to furthering our pupils' education experiences and personal growth. Visits help to develop a pupil's investigative skills and longer visits encourage greater independence.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits. This policy applies to activities taking place within and outside of normal school hours, including short term residential stays.

Trips include:

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school



When pupils join St. Mary's C E Primary School, parents will be asked to sign a consent-form which covers all trips within walking distance of the school, such as church visits, Forest School, nature, and environmental walks within the village. This will cover all excursions of this type and will be reviewed annually.

## 2.0 Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

This policy also complies with our funding agreement and articles of association.

## 3.0 Roles and responsibilities

### 3.1 Principal

The principal is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

### 3.2 Trip Lead

Every educational visit will have 1 member of staff designated as the trip lead.

The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers.
- Assign staff and volunteer roles as needed.
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.

- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others.

### 3.3 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the principal.
- Carry out any required risk assessments and work with the trip lead.
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs.
- Look out for the health and safety of themselves and those around them.
- Help manage pupil behaviour and discipline as required while on the visit.
- Share any concerns or worries with the trip lead and others, as appropriate.

### 3.5 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip.
- Dress and behave as expected for the length of the trip.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.

## 4.0 Planning and preparation

The decision on whether or not a visit will take place will be made by the principal, and will be based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes

- Educational purpose and value
- Disruption to the normal running of the school

## 5.0 Health and safety considerations

- Staff-to-pupil ratio
- Inclusion and accessibility
- Insurance detailed, where needed
- Risk assessment plans and first aid provision

## 6.0 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits we will ensure:

- Appropriate first aid equipment and necessary medications are taken on all trips, in accordance with the school's first aid, and health and safety policies.
- There is at least 1 qualified paediatric first aider accompanying the trip.
- For residential trips there is a named adult responsible for the group of boys and the group of girls.
- All supervising adults are aware of any existing medical issues or conditions at the start of the trip.
- Adults without a DBS check will not be left alone with the pupils .
- The trip lead will take regular headcounts and/or rollcalls.

## 7.0 Supervision Ratio

A minimum of two staff must be present.

The required staffing ratios are:

- Under 5s: 1:4.
- Years 1-3 1:6
- Years 4-6 1-10 to 15

These ratios may vary after undertaking a risk assessment for a trip.

## 8.0 Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit before the proposed date of the trip. Communication will be via letter or email, and information provided will include the date, travel times, destination, purpose of the visit.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location.
- Clothing and equipment required, and whether this is provided by the school.
- Expected behaviour and consequences of pupils' failure to meet these standards.

## 9.0 Checks

The following checks will be made prior to any educational visit being made:

- Full insurance cover is in place. Zurich Insurance covers all trips except for residential (See Insurance Journey Policy).
- An appropriate risk assessment is made and approved by the Principal.
- Hazard jackets are worn by staff.
- No pupil misses out on the grounds of the cost of the trip (inclusion).
- Parental consent for each child is obtained in advance and parents have all the essential information.
- Group Leader has medical information and contact details.
- Communication network is in place (mobile phone link).
- Paediatric First Aid provision is in place. First aid kit is kept in good order. Kit will include an asthma kit and if required an EpiPen. All Lead Staff and TA's are paediatric first aid trained.
- If a pupil requires medication (with parental consent). A First Aider will administer and record.
- Emergency procedures (mobile link) are in place.
- Trips will be evaluated and followed up as appropriate.

Date Implemented: February 2025

Approved by: Laura Scrivens (Chair of Governors)

Person Responsible: Peter Kyles (Principal)

Review Date: February 2027